

DEPARTMENT OF THE ARMY - KANSAS CITY DISTRICT, CORPS OF ENGINEERS
LAKE ONTARIO ORDNANCE WORKS PROJECT

Minutes of Meeting

DATE: April 25, 1988

PLACE: Office of SCA Chemical Services, Inc.
Model City, New York

ATTENDEES: Brian Senefelder - SCA Chemical Services, Inc.
Lavern Stahl - "
Drew Gould - Delta Geophysical Services
Phil Duoos - "
L. Zamojski - Acres International Corporation
G. Moretti - "
K. Connare - "
K. Litfin - "

B. Senefelder gave a brief introduction and turned the group over to L. Stahl, SCA Safety Manager.

L. Stahl gave a presentation on SCA Site Safety Procedures. Items discussed included standard site safety equipment, emergency response procedures, SCA permits and reporting procedures, contractor safety procedures, site evacuation and regrouping areas, and other related matters.

Specific items discussed by L. Stahl are summarized as follows:

1. L. Stahl handed out a copy of SCA's Standard Contractor Safety Procedures that outline standard procedures to be followed by personnel while onsite (see attached copy).
2. Speed limits are posted throughout the site and are strictly enforced. There are basically two limits for the site: 10 mph or 20 mph. These should be obeyed by everyone.
3. Parking is only allowed in designated areas.
4. Smoking is not allowed onsite.
5. Eating, drinking, etc. is not allowed outside areas designated for these activities.
6. Beard Policy: Beards are not generally allowed onsite as a good practice in case conditions develop where a respirator must be used. Policy is less stringent for Contractor personnel working in low risk areas.
7. SCA contacts and emergency numbers:

- Mr. Lavern Stahl, Safety Manager - Ext. 227
 - Mr. Bob Sawyer, Site Inspector
 - Mr. Brian Senefelder, Main SCA Contact
 - Guard - Ext. 221
 - Emergency/First Aid - Ext. 200
- Should report type of emergency and location

All extensions are on SCA internal facility phone **system**.

8. All injuries, spills, etc., need to be reported to L. Stahl. SCA has standard forms that need to be filled out within 24 hours. L. Stahl should be contacted and he will assist with filling out the paperwork.
9. A nurse is not staffed **onsite**. SCA has **onsite** personnel trained in safety and first aid. There are also two trained emergency response personnel **onsite**.
10. SCA would expect Acres project **team** to handle your own emergencies unless it is severe enough to call an ambulance.
11. Hazard Areas: Each building has signs posted that describe the level of protection that is needed in the area. **Some** areas have flip signs that will be changed depending on the type of activities going on at the **time**.
12. SCA has their own safety equipment. It is expected that the study contractor will provide his own protection and equipment.
13. SCA recommends good housekeeping and clean-up during and after all activities conducted **onsite**.
14. Ground fault interruptors should be used for all extension cords that will be exposed to moisture.
15. Compressed air cylinders must be tied and chained up.
16. Three prong grounded or double insulated cords and plugs are required for all hand tools.
17. SCA has a permitting procedure that must be followed for any operation or procedure involving a potential hazard. It was noted that a confined space entry permit will be required for any trenching excavation operation that is four (4) or more feet in depth. Permitting procedures requires sign-off approvals by SCA personnel.
18. SCA's line breaking procedure applies to any active power lines.
19. SCA requires safety glasses with side shields, hard hat, and good work shoes as personal protective equipment; no contact lenses; **must** wear long sleeve shirts and pants at all **times**. Shirts **must** be buttoned.
20. All visitors have to be cleared through the guard. SCA does not provide safety equipment unless it is an emergency.

21. Emergency Response Procedures:

- There are two sirens located onsite. The sirens will cycle for two minutes to indicate a possible major onsite occurrence is going on. The immediate supervisor should account for all personnel he is in charge of.
- The sirens will sound a second time for a major occurrence. All personnel will proceed to response areas.
 - o The primary response area is the fire hall building; and
 - o If for any reason access to this area is not possible the secondary response areas are the main gate and the open field on Syms property.
- Sirens are tested every Wednesday at 12:00 noon.
- L. Stahl indicated that there is a mock disaster drill planned for some time within the next two months. He would expect any onsite project personnel to participate.

22. There are two major exits for escape routing from the site:

- The existing guard house exit out onto Balmer Road; and
- Gate exit to west onto Lutts Road. This gate is locked, but is unlocked during an onsite emergency.

23. There are phones located in all SCA buildings that are tied into the plant system. Phones should be used to report any emergency or spill occurrence.

24. There are emergency shower facilities strategically located onsite. Acres site personnel should check on the closest emergency facility to the project work area. The drum building may be the closest area.

25. It was noted that B. Senefelder was checking on possibility of getting a radio unit for Acres personnel to keep in contact with SCA contact personnel. L. Stahl noted the following with respect to SCA radio communications:

- L. Stahl is at MC-2
- B. Senefelder is at MC-12

Code red is a fire
Code green is an injury
Code yellow is a spill

26. L. Stahl indicated the following materials are handled as part of SCA's operations.

- Acids;
- Bases;
- *Non-chlorinated solvents;
- *Chlorinated solvents;

- Heavy **metal** compounds;
- ***PCB's** (liquid and solid wastes);
- Cyanide bearing - materials are not handled too much;
- Pesticides - do not handle too much; and

* Major ones being handled.

L. Stahl completed his presentation with viewing slides that summarized the various ongoing operations at the SCA facility.

The meeting was reconvened in B. Senefelder's office where he discussed the following closing **items**:

1. B. Senefelder, L. Stahl, and Bob Sawyer will be the main SCA Contacts that project personnel should work through.
2. He has a draft report copy of previous geophysical work completed for SCA in the project area. He would make the report available to Acres and Delta Geophysical, but it would have to be reviewed in his office. He indicated he could not release it since it was draft.
3. B. Senefelder requested that any information concerning the project not be discussed with other SCA employees and NYSDEC inspectors **onsite**. He preferred that information be transmitted to NYSDEC following proper channels. **Onsite** NYSDEC inspectors might have a tendency to report any discussions in their written reports and **most** likely would not be totally familiar with project specifics. This could lead to misinterpretations and false concerns.

K. **Litfin** indicated that under the terms of Acres Contract with the COE all data information will be communicated directly to the COE. The COE will maintain responsibility of releasing information to NYSDEC, public sector, and other interested agencies and parties.

The meeting was ended and Acres and Delta Geophysical personnel proceeded with inspecting the specific site areas designated for study investigations.

Reported by:


K.F. Litfin

KFL:amd
Attachment

Distribution:

K. Connare
K. **Litfin**
G. Moretti
L. Fuerst
L. Zamojski



SCA Chemical Services, Inc.

P.O. Box 200
1550 Balmer Road
Model City, New York 14107
716/754-8231

CONTRACTOR SAFETY PROCEDURE

I. PURPOSE

To describe the control and safety requirements for contractor entry, education, and conduct at the SCA Chemical Services, Model City, New York facility.

II. SCOPE

This procedure is applicable to all outside contractors working on the site. An outside contractor is defined as any person or company who is doing work (construction, consulting, service) under contract or purchase order at the site. Examples are construction trades, engineering consultants, equipment service personnel, and others who are working on site.

III. DEFINITIONS

- A. ACTIVE AREA - References that portion of the facility which is fenced.
- B. SITE LOCATION CONTACT - A manager, supervisor, foreman or other SCA employee who has overall responsibility for the work being done.

IV. PROCEDURE

It will be the responsibility of the Site Location Contact to make sure that any contractor who will be working in the active area of the facility has signed the attached Safety Regulations For Outside Contractors. This form must be signed and on file prior to the contractor being allowed on site to begin work.

It is the intent of this procedure that the Safety Regulations For Outside Contractors be issued as part of any construction or service contract, purchase order, engineering services addendum or other document which initiates a services contract. It will be the responsibility of the Site Location Contact to see that this agreement is part of any construction or services contract or engineering services addendum. It will be the responsibility of the site Purchasing Department to see that this agreement is part of any purchase order issued by the facility.

V. CONTROL OF CONTRACTORS

It is the responsibility of the contractor's on-site supervisor to see that his employees are properly supervised to insure strict observance of the safety rules and



regulations. It is the responsibility of the Site Location Contact to audit the safety performance of the contractor on a frequent enough basis to see that that rules and regulations are being adhered to. It is the responsibility of the site Safety Department to periodically audit the sites where contractors are working. In addition, the site Safety Department shall assist in prejob safety conferences and other special training sessions of outside contractors as necessary.

It will be necessary to discipline offenders in order for the program to have meaning. The disciplinary action should be consistent with the offense. Any SCA employee has the right and obligation to stop any operation where there is an imminent hazard. Normal offenses should be reported to the Site Location Contact, who will institute the disciplinary action through the contractor's supervisor. If the Site Location Contact is not available, the site Safety Supervisor or Location Contact's manager should be contacted.

VI. OTHER REQUIREMENTS

Prior to starting a job on site, it is necessary to hold a pre-job safety conference. The initiation of this conference is the responsibility of the Site Location Contact. The content of the pre-job safety conference should include a review of the major safety rules, an explanation of any special hazards or rules and how to deal with them, and an explanation of the site's emergency procedures and evacuation procedure. The site Safety Supervisor should be scheduled to assist with this pre-job conference. This pre-job conference should be properly documented as per site procedures.

The attached Safety Regulations For Outside Contractors are, in general, rules for working in non-process areas. Special safety rules and additional personal protective equipment necessary to work in process areas should be set with the Safety Supervisor using the existing plant guidelines. These rules should be added to the standard rules prior to issuing a contract or purchase order.



SCA Chemical Services, Inc.

Model City Facility
P.O. Box 200
1550 Balmer Road
Model City, New York 14107
716/754-8231

SCACHEMICAL SERVICES, INC.

MODEL CITY, NEW YORK

SAFETY REGULATIONS FOR OUTSIDE CONTRACTORS

All safety regulations required by law and SCA Chemical Services, Inc. must be strictly observed by employees of outside contractors. Contractor supervisors shall insure that all of their employees are aware of these regulations and they are followed. VIOLATORS WILL NOT BE PERMITTED TO WORK AT SCA CHEMICAL SERVICES, INC. LOCATIONS.

I. GENERAL

- A. CONTRACTOR agrees that it, as well as its employees, servants, subcontractors, and agents will comply with all plant, state, local, and federal safety laws. These laws include General Industry Standards 29 CFR 1910 and Construction Industry Standards 29 CFR 1926 (OSHA).
- B. CONTRACTOR agrees that it, as well as all of its employees, servants, subcontractors, and agents will comply with all SCA safety rules and regulations as posted by signs or communicated by other means at all facilities at which CONTRACTOR perform services or as are known to CONTRACTOR by SCA.
- C. CONTRACTOR agrees that it will advise all of its employees, servants, subcontractors, and agents of the requirements of this Agreement and otherwise take positive action to cause all such employees, servants, subcontractors, and agents to comply with same.

II. SMOKING REGULATIONS

Smoking will be allowed only in designated areas. In addition, NO butane lighters ("Bic", "Cricket", etc.) are to be used or carried by any persons engaged in welding, cutting or burning activities.

III. SAFETY PERMITS

Written permits must be obtained from your SCA facility contact for the following operations:

- A. Burning and Welding Permit
- B. Lockout and Tag Permit
- C. Confined Space Entry Permit
3. Line Breaking Permit
- E. Other Permits - may be required, depending on the nature of the work. Check with your site Safe Job Procedure Manual.



NOTE: Our staff will make every effort to supply the required permits as expeditiously as possible. The procedures for these permits are listed in the site Safe Job Procedure Manual.

IV. HOUSEKEEPING

Clean work areas and roadways are mandatory. Work areas are to be cleaned daily and all debris removed.

V. PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

- A. Complete outer clothing including long sleeved shirts and pants are required. No 'T' shirts or shorts are permitted.
- B. Hard hats, safety glasses, and suitable foot protection are required.
- C. Respirators - Each contract employee shall have available for use, and be trained for use in, a half face air purifying respirator. This respirator shall be an MSA Corfo II with acid gas/organic vapor cartridge with dust filter or a Willson 1200 equivalent or other comparable respirator.
- D. Safety supplies such as gloves, face shield, goggles, fire extinguishers, and protective equipment are NOT provided by SCA.
- E. Work in certain areas of the facility may require additional personal protective equipment. Such requirements will be transmitted to the CONTRACTOR by the location contract prior to the commencement of work at a pre-job safety meeting.

VI. EMERGENCY CONDITIONS

- A. All contract employees will abide by all emergency instructions given by any supervisory member of SCA.
- B. CONTRACTOR shall report to SCA as soon as practicable all accidents or occurrences (including spills) resulting in injuries to CONTRACTOR'S employees or third parties or damage to property of third parties or SCA, arising out of or during the course of service for SCA by CONTRACTOR or of any subcontractor of CONTRACTOR, and when requested, shall furnish SCA with a copy of reports made by CONTRACTOR to CONTRACTOR'S insurers or to others of such accidents and occurrences. For purpose of this paragraph and notice generally, notice is to be given to SCA at:

SCA Chemical Services, Inc.
Model City Facility
P.O. Box 200
1550 Balmer Road
Model City, New York 14107

ATTN: Site Safety Manager

VII. PLANT SAFETY RULES

- (1) Running, horseplay or scuffling on company property is forbidden.



- (2) Good housekeeping in the work area and/or in the assigned vehicle/equipment shall be practiced. Such areas shall be cleaned prior to the end of each shift.
- (3) A steam cleaner shall not be used to clean fuel tanks until a supervisor has ascertained that all fuel vapors have been dissipated.
- (4) Damage to all company equipment shall be reported immediately regardless of the severity and regardless of who was at fault,
- (5) Employees shall report all accidents and all injuries immediately to their supervisor regardless of severity.
- (6) All unsafe or dangerous conditions so noticed shall be reported.
- (7) Serious accidents or injuries resulting from recklessness and/or gross neglect on the part of an employee shall be cause for termination.
- (8) All safety equipment such as first aid kit, emergency triangles, fire extinguishers, etc. and any other assigned safety equipment must be inspected and deemed to operative prior to beginning work.
- (9) All employees will adhere to all traffic regulations, such as company property Speed rules using a company property speed rules.
- (10) All drivers are required to stay in their vehicles or in other company designated areas during loading, unloading or sampling operations.
- (11) Vehicles shall not be driven in caravan fashion on or off the site.
- (12) Engines must be shut off during refueling process.
- (13) Protruding or overhanging material or equipment being transported on vehicles must be marked by a red flag/red light.
- (14) Blind side backing should not be attempted without guidance.
- (15) Drivers must, if at all possible, back into dead end streets or alleys and then drive out rather than drive in and then back out.
- (16) Employees shall not permit any unauthorized personnel aboard a vehicle in his responsibility.
- (17) Getting on or off a vehicle while the vehicle is still in motion is prohibited.
- (18) Never jump on or off a vehicle.
- (19) Under no condition will any vehicle be pushed. They must be pulled and the operator of the unit being pulled shall hook and unhook the towing equipment.
- (20) Forklifts must never be driven into a trailer unless the trailer's wheels are chocked. (See Safe Job Procedure.)
- (21) Never back up an incline with a forklift and always drive up and back down.



- (22) When parking a forklift, the carriage must be completely lowered.
- (23) Employees shall not remove or disturb any covering, guard or other safety devices placed on gears or other parts of moving equipment or machinery, except to oil or to repair machinery, after which all guards must be properly replaced.
- (24) The wearing of loose clothing and jewelry by those working on machinery with moving parts is prohibited.
- (25) Employees shall not turn on electricity, gas, steam or air or set in motion any machinery without first making sure that no one is in a position to become injured.
- (26) 'Out of Service', 'Danger Do Not Operate' or other similar tags must be placed on vehicles/equipment which are non-operative and awaiting repairs.
- (27) Before taking repairs to machinery or equipment, the "Lock Out" procedure must be followed.
- (28) Operating machinery shall not be left unattended and shall be turned off immediately after an operation is finished.
- (29) Moving machinery shall never be slowed down or stopped with the hand or some makeshift device.
- (30) Performing overhead work while machinery or equipment is operating below you is prohibited.
- (31) Employees shall not work under or pass under a suspended load unless secondary safety devices over and above the device used to suspend the load are incorporated as a fail safe measure.
- (32) Safety lines or belts must be worn by all personnel working in overhead situations.
- (33) Employees shall observe all warning signs at all times such as 'No Smoking', 'Hard Hat Area', 'Eye Goggles Required', etc.
- (34) The correct tool for the correct job must be used. Using screwdrivers as a prying device is an example of poor tool usage.
- (35) Tools used for electrical work shall have insulated handles.
- (36) Mushroomed headed chisels shall not be used.
- (37) Do not use a file or a rasp without a handle.
- (38) Tools used in above ground situations must be lowered and not thrown or dropped down.
- (39) Never leave heating devices (soldering irons) plugged in the receptacles. Unplug after use.
- (40) Smoking is permitted only in authorized areas. Smoking is not permitted in chemical laboratories, at fuel stations, at battery charging areas, cylinder storage area, around flammable liquid storage areas or any other location so designed by the company.
- (41) Employees working in or around high noise areas shall be provided with and must wear hearing protectors.
- (42) Engines must not be run in enclosed areas unless ventilation units are turned on.



- (43) Tires ~~must~~ be inflated in safety cages ~~or~~ by using a 'clip-on' air check.
- (44) Material handlers ~~rust~~ use the proper lifting techniques ~~and always~~ seek help ~~when it is deemed~~ that the load they are lifting is too heavy.
- (45) ~~Items~~ ~~must~~ not be left on stairs ~~where~~ the likelihood of slips/falls is increased.
- (46) Metal ladders ~~must~~ not be used by overhead electric power lines ~~and connectors~~ or when performing electrical work.
- (47) Straight ladders without safety feed ~~must~~ not be used.
- (48) Employees ~~rust~~ face the ladder ~~when~~ ascending or descending.
- (49) All ladders; not permanently attached ~~shall~~ be secured at the top before using.
- (50) All employees will wear protective eye goggles which are impact resistant ~~when~~ power washing, grinding, chipping, sanding, using impact tools, using punches, chisels, cutting rivets, breaking ~~or~~ installing glass ~~or~~ other functions when flying objects are present. Face shield ~~must~~ be worn.
- (51) The wearing of contact lenses is prohibited.
- (52) Welders, cutters, burners ~~must use~~ the approved face/eye protections ~~and~~ screen to protect employees in adjacent areas.
- (53) Chemical splash goggles or full face pieces suitable for use with prescription glasses ~~must~~ be used by those working with chemicals.
- (54) Safety shoes ~~or~~ safety boots resistant to chemical splashes which are steel toed ~~with~~ puncture resistant soles are at least 6" high and laces ~~rust~~ be worn. No cowboy boots, sandals, tennis shoes, etc. are allowed.
- (55) Follow safe job procedures. If there is a question about the material, the procedure or specific safety equipment to be used, consult your supervisor.
- (56) All personnel ~~must wear~~ long sleeved shirts with sleeves rolled down and buttoned.
- (57) Hard hats ~~rust~~ be worn at all times, except: (a) When coming to work ~~or~~ going home; (b) Inside the office area, laboratory, garage maintenance shop, and personnel building; and (c) When riding inside an enclosed vehicle ~~or~~ leaving a vehicle to enter the office trailer or laboratory.
- (58) All SCA employees are required to respond to emergency situations as directed by any member of supervision. Contract employees are expected to cooperate as directed for their own safety.
- (59) No road ~~may~~ be blocked with any vehicle or material that would inhibit the passage of any emergency vehicle.
- (60) All gas cylinders ~~must~~ be chained to prevent from falling over.
- (61) If an emergency plan is enacted, all personnel will be required to follow the direction of the Emergency Coordinator.



- (62) Persons ~~performing~~ any fueling operation ~~must remain~~ in attendance at the fuel hose ~~nozzle~~ at all times.
- (63) Equiprent such as ladders, ~~welding~~ equiprent, scaffolds, ~~machinery~~, tools, etc. ~~are~~ not to be loaned to outside contractors.
- (64) Flare out protection (~~system~~ fuel shutdown) is required on portable gas fired equipment.
- (65) Ail equiprent in active areas ~~must~~ be washed prior to leaving the site.
- (66) No beards are allowed.
- (67) Elevated locations in the ~~Model City~~ Facility, such as (~~but~~ not limited to) landfills, lagoons, and ~~salts~~ areas, ~~rust~~ be vacated during electrical ~~storms~~.

VIII. CONTRACTOR AGREES AND CERTIFIES THAT:

- A. CONTRACTOR'S employees have been trained in the applicable *work* tasks to be ~~perforaed~~ by ther.
- B. All CONTRACTOR ~~employees~~ are ~~medically~~ qualified to ~~perform~~ their ~~work~~ tasks and wear a respirator as indicated in Section V., Item C.
- C. CONTRACTOR'S agents and ~~employees~~ will be properly supervised to insure strict observance of ail safety rules and regulations referenced above.

Signature of Contractor of Authorized Agent

Company ~~Name~~

Company Address

Pate